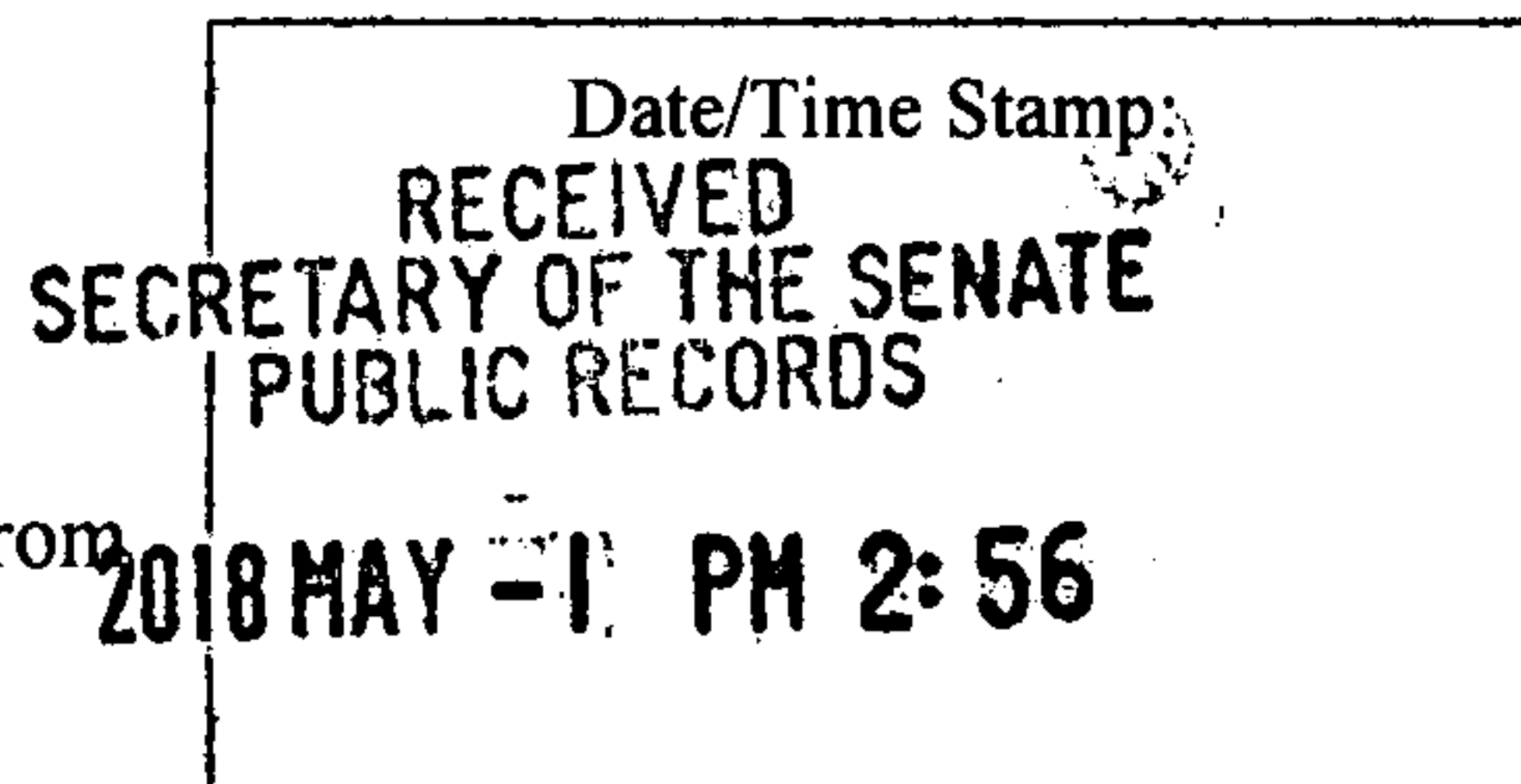


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): April 4-6, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$423.90	\$214.00	\$39.98	\$0
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended a seminar on competency-based education. See agenda for additional information.

4/18/18

(Date)

Rebecca Howard

(Printed name of traveler)

Rebecca Howard

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/18/18

(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp: _____

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Rebecca Howard

Employing Office/Committee: U.S. Senator Doug Jones

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): April 4-6, 2018

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Hooksett, NH

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the Senator's education legislative staffer, this trip is an opportunity to learn more about competency-based education (CBE). The universities we will be visiting are paving the way for CBE. Coming from a new office, it's important to learn as much as I can about nuanced education policies prior to the Higher Education Act negotiation. This trip will allow me to better inform my boss' decisions regarding CBE.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/14/18

(Date)

Rebecca Howard

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Doug Jones
(Print Senator's/Officer's Name)

hereby authorize

Rebecca Howard
(Print Traveler's Name)

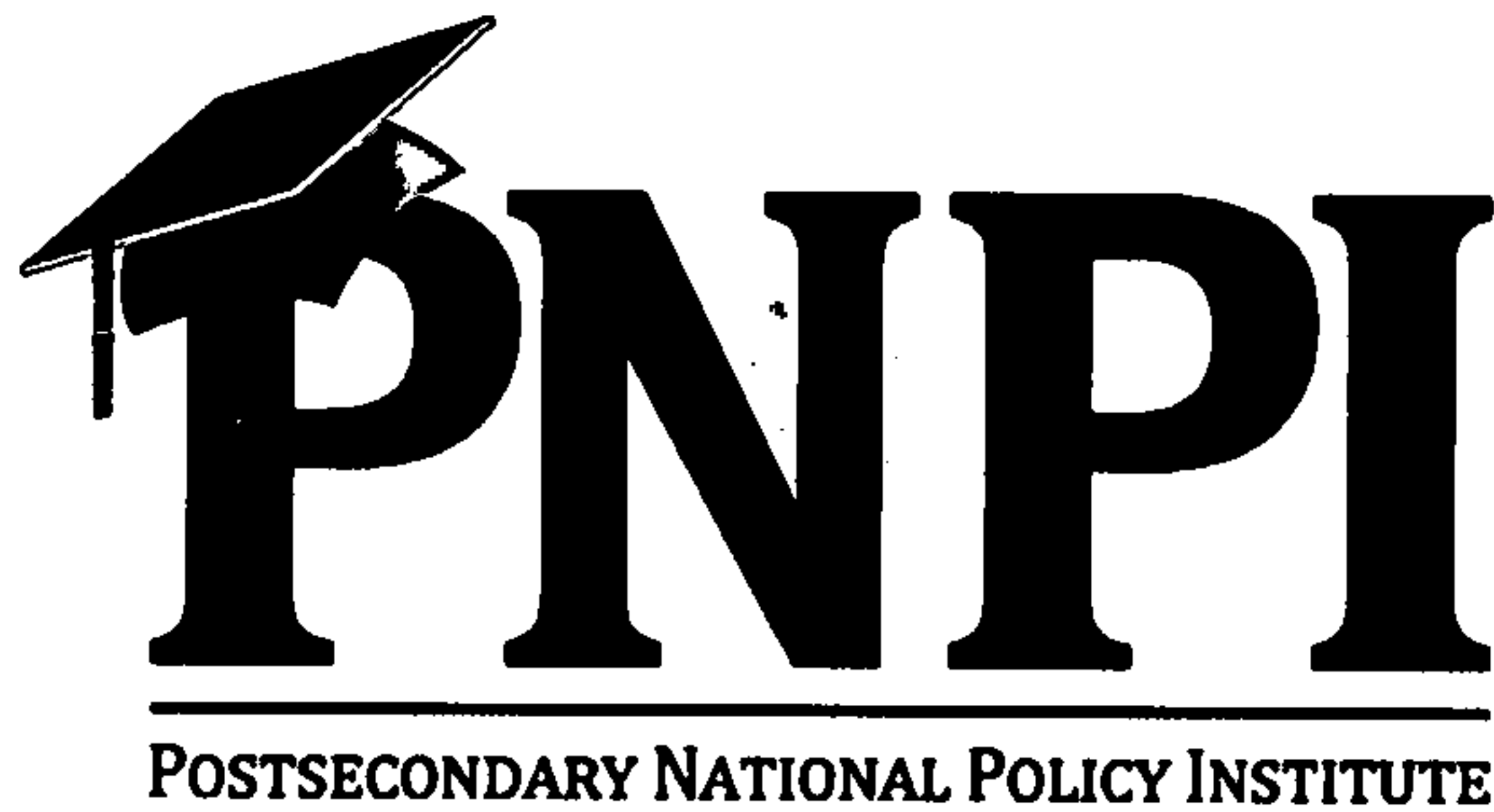
an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/14/18

(Date)

ADP
(Signature of Supervising Senator/Officer)



Competency-Based Education

Wednesday, April 4 – Friday, April 6
Hooksett, New Hampshire

SEMINAR GOALS

- Increase participants' understanding of the roles that faculty, employers and institutions of higher education play in supporting and implementing competency-based education (CBE) programs.
- Increase participants' understanding of how students experience CBE.
Deepen staff knowledge of the CBE regulatory environment - how experimental sites authority is facilitating or challenging the use of CBE on college campuses.
- Extend participants' knowledge of how quality is assured in developing and implementing competency-based learning.

AGENDA

Wednesday, April 4

-
- | | |
|----------------|---|
| 7:35 PM | Depart Baltimore Washington International (BWI)
Southwest Airlines Flight # 1839 |
| 8:55 PM | Arrive in Manchester, New Hampshire |
| 9:30 PM | Check-In: Fairfield Inn & Suites by Marriott-Hooksett, Hooksett,
New Hampshire |

Thursday, April 5

8:00 AM - 9:00 AM

**Working Breakfast/CBE Review
Fairfield Inn & Suites by Marriott-Hooksett**

Facilitators:

*MaryEllen McGuire
Jessica Bowen*

Questions for Discussion:

- What is competency-based education? What are some of its defining characteristics?
- What is the difference between competency-based education and prior learning assessment?
- What are the different types of competency-based education program designs?
- Who currently participates in competency-based education programs? What are the current demographics? What, if anything, do we know about these students' outcomes?

9:00 AM - 10:00 AM

Travel to Northern Essex Community College (NECC)

10:00 AM - 11:30 AM

**Welcome & Introduction to NECC and a course-based
model of Competency-Based Education
Northern Essex Community College, Haverhill,
Massachusetts**

Speakers:

*Dr. Kim Burns, Dean of Academic Innovations & Professional Development
Dr. Bill Heineman, Vice President of Academic & Student Affairs*

Questions for Discussion:

- What led to the creation of NECC's CBE programs?
- What are the various types of CBE and where does course-based CBE fit?
- How was it created and designed? How do these programs currently work?
- Who is participating in your competency-based education programs?
- How are you evaluating your program? Do you have student outcome data to share?
- What is the Competency-Based Pathways in Early Education and Care Initiative?

11:30 AM - 12:30 PM

Working Lunch and Roundtable with Students, Learning Coach Ada Greenberg, and Faculty Members

Speakers:

Ada Greenberg, Learning Coach

Students and Faculty selected by NECC

Questions for Discussion:

- Faculty: How did you come to this teaching model? What sort of preparation have you received on teaching outside of a traditional classroom? How does this modality meet the needs of community college students? What have been some of the challenges you've faced? What changes would you make to this type of programming?
- Students: What attracted you to this program? Are things going as planned? What challenges have you faced/successes have you achieved?
- Learning Coach: What is your role? How do you support students?
- ALL: What advice do you have for policymakers interested in helping facilitate CBE?

12:30 PM - 1:30 PM The Federal Government, CBE & Lessons Learned

Speakers:

Dr. Bill Heineman, Vice President of Academic & Student Affairs

Heather Mores, Director of Compliance for Student Affairs

Dr. Kim Burns, Dean of Academic Innovations & Professional Development

Questions for Discussion:

- What has NECC's experience with the U.S. Department of Education's Experimental Sites Initiative been like?
- With regard to offering CBE programs generally, and with regard to working with the federal government under experimental sites authority, what lessons have you learned so far?
- What advice do you have for policymakers charged with rewriting current law? What does current law have right? What does current law have wrong? What additional guidance or support do you need from policymakers, the law or regulations?

1:30 PM - 2:30 PM Travel to Southern New Hampshire University (SNHU)

**2:30 PM - 4:00 PM Welcome from Dr. Paul LeBlanc & Introduction to
SNHU & College for America
Manchester, New Hampshire**

Speakers:

*William Hartglass, Vice President Strategic Partnerships and Channel Development,
Workforce Partnerships*

Dr. Kimberly Bogle Jubinville, Senior Vice President and University Chief Academic Officer

Dr. Gregory Fowler, Chief Academic Officer, College of Online and Continuing Education

Amy Stevens, Executive Director of Competency-Based Education Programs

Questions for Discussion:

- What led to the creation of College for America?
- How does your program currently work?
- Who is participating in your competency-based education programs?
- How are you evaluating your program? Do you have student outcome data to share?
- What barriers to expansion currently exist at the federal, state and accrediting levels?
- What has SNHU's experience with the U.S. Department of Education's Experimental Sites Initiative been like?

4:00 PM - 5:15 PM Conversation with Students and Faculty Members

Speakers:

Students and Faculty selected by SNHU

Questions for Discussion:

- Faculty: What do the most successful students do differently? How are they successfully completing their coursework and their degrees? What sort of preparation have you received on teaching a CBE program? What have been some of the challenges you've faced?
- Students: What attracted you to this program? Are things going as planned? What challenges have you faced/successes have you achieved?

5:15 PM - 6:15 PM Break at Hotel

6:15 PM - 6:30 PM Travel to Dinner at President's Residence, Manchester, NH

**6:30 PM - 8:00 PM Working Dinner with Dr. Paul LeBlanc: Reflections on CBE
President’s Residence, Manchester, New Hampshire**

Speakers:

Dr. Paul LeBlanc, President of Southern New Hampshire University
MaryEllen McGuire, President of the Postsecondary National Policy Institute

Questions for Discussion:

- Looking back at how your program has changed over time, what would you say are the major lessons learned?
- What advice would you give to an institution looking to create a CBE program?
- What does current available data, research and evaluations tell us about CBE programs as a whole? What data is missing?
- There is a concern that the expansion of CBE could also lead to an increase of bad actors and fraud. What would you say about these concerns?
- What are the potential advantages to increasing CBE programs?
- If you could make one change to the postsecondary system at the federal level, what would it be and why?

8:00 PM - 8:30 PM Travel back to hotel

Friday, April 6

**6:30 AM - 7:30 AM Check-out/Breakfast & Wrap up Discussion
Hotel**

Facilitators:

MaryEllen McGuire
Jessica Bowen

Questions for Discussion:

- How might the federal government further support the work of institutions like NECC and SNHU?
- If there is one key takeaway from the work of NECC and what would it be?
What follow up programming might you be interested in regarding competency-based education? What further questions do you have?

7:30 AM - 8:00 AM Drive to Airport

8:00 AM - 9:00 AM Check-in at Airport

**9:00 AM - 10:35 AM Depart Manchester, New Hampshire (MHT)
for Baltimore/Washington International (BWI)
Flight # 1703**

10:35 AM Arrive Baltimore/Washington International (BWI)

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